

Child Protection Policy

2016

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Whole School Policy for the Management of Safeguarding Children and Child Protection

THE LAW

"Local Authorities, the Governing Bodies of maintained schools and further education institutions are required to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, those bodies must have regard to any guidance issued by the Secretary of State in considering what arrangements to make for that purpose..."

(Education Act 2002, Part 1, Section 175)

PHILOSOPHY

"Schools do not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All local authority services have an impact on the lives of children and families and local authorities have a particular responsibility towards children and families most at risk of social exclusion" ('Working Together to Safeguard Children' – DoH 1999)

- The governors and staff of *The Willows Primary* recognise that at all times the welfare of the child is of paramount importance.
- *The Willows Primary* is committed to the provision of a full, rich, and efficient education for all of its pupils and acknowledges that good quality education within an appropriate safe environment is vital to raising the aspirations of all pupils.
- The governors and staff of *The Willows Primary* fully recognise the contribution made by the school in safeguarding and successfully promoting the welfare of children. All staff, including volunteers, play a full and active part in protecting all pupils from harm.
- All staff and governors of *The Willows Primary* are committed to the provision of a caring, positive, safe and stimulating environment which effectively promotes the social, physical and moral well-being all pupils.
- The governors and staff of *The Willows Primary* recognise their duty to safeguard and protect the well being of all pupils; through day-to-day contact with pupils and direct work with families, to play a crucial role in observing possible indicators of abuse or neglect; are committed to act in accordance with locally agreed LSCB procedures and guidance from central government.

The aims and objectives of the school's policy on safeguarding and child protection are to safeguard and promote the health, safety and overall well-being of our pupils by the fostering of an honest, open, caring and supportive environment and:

- To support all pupils' development in ways that will foster security, confidence and independence
- To raise awareness of teaching, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities within this area
- To provide clear direction to staff and others around expected codes of behaviour in dealing with safeguarding/child protection issues and to ensure that such concerns and referrals may be handled sensitively, professionally and in ways which best support the needs of the child
- To provide a systematic means of monitoring children known or thought to be at risk of harm
- To emphasise the need for excellent levels of communication between all members of staff
- To work within a structured procedure in school which is followed by all members of the school community where safeguarding/child protection issues arise
- To develop effective multi-agency working with a variety of partners, with particular emphasis, in matters of child protection, on Social Services and the Police
- To ensure that all adults within the school community who have access to pupils or who regularly visit the school site have undergone effective checks as to their suitability

PRINCIPLES

Each parent/carers has the right for their child/ren to be educated and The Willows Primary acknowledges its duty to support children in matters of safeguarding, the promotion of pupils' well-being and child protection: the key contribution this makes to offering support to all pupils and their families in the successful achievement of the five outcomes of *"Every Child Matters"*:

- **Being Healthy:** enjoying good physical and mental health and living a healthy lifestyle
- **Staying Safe:** being protected from harm and neglect
- **Enjoying and Achieving:** getting the most out of life and developing the skills for adulthood
- **Making a Positive Contribution:** being involved with the community and society and not engaging in anti-social behaviour
- **Achieving Economic Wellbeing:** not being prevented by economic disadvantage from achieving their full potential in life.

Commitments by the School –Safeguarding Children

“The Willows Primary recognises that children who are abused, at risk of abuse, who witness violence or are vulnerable in other ways, may find it difficult to develop a sense of self-worth and to have positive views of their lives. The school may be the only stable, secure and predictable element in the lives of these vulnerable children.”

In order for the principles of *"Every Child Matters"* and the philosophy of the school to work effectively in practice, several commitments are made by the school to:

- Establish and maintain an environment whereby pupils feel secure, are encouraged to talk and are listened to.
- Ensure that pupils are aware that there are adults within the school community whom they can approach if they have concerns or are experiencing any difficulty.
- Ensure that the ethos of the school promotes a positive, supportive and secure environment which gives all pupils and adults a sense of being respected and valued.
- Include in the curriculum activities and opportunities for Personal and Social Development/Citizenship which equip pupils with the skills necessary to stay safe from abuse and which assist them to develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Ensure that wherever possible, every effort will be made to establish productive, supportive and effective working relationships with parents and colleagues from other agencies.
- Ensure that school behaviour management policies, as required under the Code of Practice, Education Act 1993, promote a consistent approach, which recognises and separates the cause of behaviour from that which the child may display.
- Develop and support a responsive and knowledgeable staff body trained to respond appropriately to safeguarding/child protection issues.
- Use the curriculum, e.g. PSHE, Citizenship, online safety awareness to raise pupils' awareness and build confidence in order that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of safeguarding others.
- Have a clear understanding of the various types of bullying – physical, verbal and indirect including bullying online and act promptly and firmly to combat such behaviour, making sure that pupils are aware of the school's position on this issue and whom they can contact for support.

The Willows Primary recognises that children with behavioural difficulties and disabilities are among the most vulnerable and likely to suffer abuse. All members of staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional, social and behavioural problems will be particularly sensitive to indicators of vulnerability or signs of abuse. It is also recognised that in a home environment where domestic violence, drug or alcohol misuse takes place children may also be vulnerable and in need of safeguarding, support or protection.

Maintaining Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of safeguarding/child protection. The only purpose of confidentiality in this regard is to benefit the child.

- The school recognises that ALL matters relating to child protection are to be treated as confidential.
- The Headteacher or Designated Member of Staff may disclose any such information to any other member of staff on a strictly 'need to know' basis.
- All staff are made aware that they have a professional responsibility to share information with other agencies in order to contribute successfully to safeguarding/child protection.
- All staff must be aware that they cannot promise confidentiality to any child who may disclose to them matters of a safeguarding/child protection nature.

Professionals, including school staff, can only work together to safeguard children and promote their well being if an exchange of relevant information takes place. It is usual for the consent of the subject of that information to be sought prior to its disclosure. In certain circumstances, consent may not be possible or desirable but the safety and well being of a child or children may dictate that the information should be shared. **The law permits the disclosure of confidential information necessary to safeguard a child or children.** Any disclosure of personal information to others will always have regard to both common and statute law and will be justifiable according to the facts of the case.

PROCEDURES

Roles and Responsibilities

The Willows Primary will operate a "Whole School Policy for the Management of Safeguarding/Child Protection" (in line with Children and Young People's Services and SCB procedures) and will ensure that:

- The school has a designated senior member of staff who undertakes regular training.
- There is a senior member of staff who will act in the absence of the designated member of staff. There are members of appropriately trained staff who deal with safeguarding issues on a daily basis. They report directly to the senior member of staff who holds the responsibility for making decisions.
- The Chair of Governors will be designated as being responsible for safeguarding/child protection.
- All members of staff, both teaching and non-teaching, understand the signs and indicators of abuse and will respond appropriately to any pupil who discloses abuse.

In order that school procedures are efficiently and effectively implemented, the following members of staff will undertake the following responsibilities.

The Head Teacher

The Head Teacher shall have overall responsibility for safeguarding/child protection at The Willows Primary. She should undertake specific responsibility for co-ordinating action within the school in the sphere of safeguarding and for liaison with social services departments and other relevant agencies over suspected/actual child abuse.

- To ensure that the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff.
- To ensure that sufficient resources and time are allocated to enable the designated member of staff and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- To ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- To ensure that arrangements are put in place to ensure that full regard is given to the need to safeguard and promote the welfare of children at all times (in line with Education Act 2002 ss 157 and 175 and s 11 Children Act 2004).
- To ensure that the school's policy on safeguarding/child protection is fully compliant with the provisions of *"Every Child Matters"* and subsequent related documentation, including Stoke-on-Trent's Local Preventive Strategy, the Eligibility Framework and the Child Concern Model.
- To publish the school organisation's safeguarding/child protection policy, make it available for public scrutiny and make arrangements to support a process of annual review.
- To provide an annual report to school governors in relation to work and training undertaken by the school in respect of safeguarding/child protection.
- To recognise that staff working in school who have become involved with a child or children who have suffered harm, or appears likely to suffer harm may find the situation stressful and upsetting and to support such staff by providing an opportunity to discuss their anxieties and seek further support as appropriate.

Senior Designated Member of Staff: *Mrs S Thursfield (Headteacher)*

This staff member has a key duty to take lead responsibility for raising awareness within the staff of issues relating to safeguarding, and promoting the well-being of pupils, in addition to child protection issues. This member of staff has received training in child protection issues and inter-agency working, as required by the SCB and will attend training updates on an annual basis. Other responsibilities include:

- To ensure the safeguarding/child protection policy of the school organisation is updated and reviewed annually and to carry out work in this regard with the governing body/proprietor.
- To ensure parents have access to copies of the safeguarding/child protection policy, which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid potential conflict at a later date. Pupils should also be made aware of the school safeguarding/child protection policy.
- Where children leave the establishment, ensure their child protection file is copied for the new establishment as soon as possible but transferred separately from main pupil file.
- To oversee the referral of cases of suspected abuse or allegations to the relevant investigating agencies, as set out in SCB procedures and be able to recognise and identify signs of abuse and when it is appropriate to make a referral. Any pupil whose name is currently placed on the Child Protection Register who is absent without explanation will be referred to the Education Welfare Service and the named social worker.
- Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaison with relevant agencies.
- To liaise with the Department of Children and Young People's Services, SCB, all other appropriate agencies and any other relevant educational establishment.
- Have a working knowledge of the operation of SCBs, the conduct of a child protection case conference/core group and be able to attend and contribute to these effectively when required to do so, with particular reference to child protection planning.
- Ensure each member of staff has access to and understands the school/college's child protection policy, especially new or part time staff who may work with different educational establishments.
- Ensure all staff receive induction training covering child protection and are able to recognise and report any concerns immediately they arise. The Designated Member of Staff will also ensure that all school staff, both teaching and non-teaching, receive all other relevant training on safeguarding children/child protection.
- To maintain detailed and accurate secure written records of any child protection referral/concern (even where the complaint does not result in a child protection referral). These records will be kept separately from pupil records.

Members of Staff – both teaching and non-teaching

Parents may be confident that careful procedures are in place to ensure that all staff appointed are suitable to work in close proximity to children and are able to respond appropriately to concerns in relation to safeguarding and promoting the well being of children and acting effectively in cases where abuse is suspected.

All staff will:

- Be familiar with Children and Young People's Services, SCB and school policies on safeguarding children and child protection.
- Undertake induction training on appointment and regular training on safeguarding/child protection to a minimum of Level 1.
- On discovering, or suspecting, abuse, either inform the school's designated member of staff or their deputy or, where necessary, make a referral to Social Services.
- Where appropriate, attend child protection conferences, core groups, statutory reviews or any other multi-agency meeting as necessary.
- Monitor attendance and attainment of these pupils and report any concerns to the designated member of staff
- Where a disclosure is made by a child, seek further information with sensitivity and offer appropriate support.
- Be aware of and alert to signs and indicators of potential vulnerability and/or possible abuse and aware of the reporting procedures with regard to any concerns or suspicions.

Designated Governor

The nominated governor with responsibility for safeguarding/child protection issues within a school should be the Chair of the governing body or, in the absence of the Chair, the Vice/Deputy Chair. This person will be responsible for liaison with the Head Teacher and designated member of staff regarding matters relating to safeguarding/child protection issues, which in turn will be consistent with Stoke-on-Trent SCB procedures. Other duties include:

- To ensure that the school has a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection issues.
- To ensure, on behalf of the governing body and in close liaison with the Head Teacher and designated member of staff, that the school has in place the requisite whole school safeguarding/child protection policies and procedures and that those are consistent with Stoke-on-Trent SCB procedures. The Governing Body must also ensure that all policies and procedures in this regard are fully compliant with the provisions of *"Every Child Matters"* and related guidance, including Stoke-on-Trent's Local Preventive Strategy and the Child Concern Model.
- To ensure that annually an item is placed on the agenda of a Governors' meeting to review its policies and procedures, and provides information annually to the Children and Young People's Services and how the above duties have been discharged.
- To operate safe recruitment procedures and make sure that all appropriate checks, including the scrutiny of applicants, verification of academic or vocational qualifications,

the obtaining of professional and character references and checks on previous employment history, are carried out on new staff and volunteers who will work with children, including Criminal Record Bureau (CRB) and List 99 checks.

- To ensure that the school has procedures for dealing with child protection allegations against staff and volunteers that comply with Stoke-on-Trent guidance. If the allegation is against the Head Teacher it will be the Chair of Governors responsibility to liaise with the Children and Young People's Services and/or partner agencies. This may include attendance at strategy meetings.
- To ensure that the Head Teacher and all other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding/child protection effectively, that is kept up to date by refresher training at 3 year intervals, and temporary staff and volunteers who work with children are made aware of the school/college's arrangements for child protection and their responsibilities. (It must be ensured the designated member of staff has not only basic child protection training, but also undertakes training in inter-agency working and refresher training every year)
- Governors should attend relevant safeguarding/child protection training in order to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities
- The Governing Body must remedy any deficiencies or weaknesses in regard to safeguarding/child protection arrangements that are brought to its attention without delay.

Record-keeping and Monitoring

Well-kept records are essential to effective safeguarding/child protection practice. The staff and governors of The Willows Primary are clear about the need to record any concerns held about a child or children within the school, the status of such records and when the contents of these records, or the records themselves, should be shared with other agencies.

- There are robust systems in place for the clear recording and safe maintenance of records/files on safeguarding/child protection, each record in this area featuring a clear chronology of significant events.
- If it becomes apparent that a member of staff has child protection concerns, the designated member of staff will instigate a formal file and maintain all records in writing in a secure environment.
- All safeguarding/child protection records will be kept securely, separately from standard pupil records.
- Robust gate-keeping procedures are followed to ensure that there is not open access to information kept in safeguarding/child protection files. The Headteacher and the Designated Member of Staff will only allow access to information on a 'need-to-know' basis.
- Teacher-held notes become a part of this record as soon as a pupil is identified as registering concerns.
- Relevant staff will be informed that a pupil is being monitored as appropriate and all information will be recorded and kept on file.

- The Designated Member of Staff will take the final decision in monitoring these records where there is sufficient concern to warrant a referral.
- These records will be made available to the relevant authority where there are child protection investigations, allegations against members of staff or a Serious Case Review.
- If the pupil concerned transfers schools or leaves, the safeguarding/child protection records are handed to the Designated Member of Staff for the educational establishment in question.

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Has behaved towards a child or children in a way that indicates s/he poses a risk to children.

We will apply the same principles as in the rest of this document and we will always follow the Stoke-on-Trent Safeguarding Children Board procedures that can be accessed at www.safeguardingchildren.stoke.gov.uk (click on Information for Professionals, followed by Procedures and Guidance – section D) Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in school. Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. Therefore, all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Head teacher and make a record.
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'head teacher'.
- The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The head teacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The head teacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.
- The head teacher will inform the Chair of Governors of any allegation.

Consideration will be given throughout to the support and information needs of pupils, parents and staff

Related Policies

The provisions contained within this policy on safeguarding/child protection will be considered in conjunction with many other related policies, including, as follows:

- Local Preventive Strategy
- Child Concern Model
- Common Assessment Framework
- Social Care Eligibility Framework
- Recruitment and Selection
- Racist Incidents
- Access
- Complaints
- Health and Safety
- Behaviour Management
- Special Educational Needs
- Use of (Care and Control)/Restraint
- Management of Allegations against Staff
- Use of Photographs/Video & other Images
- Whistle blowing
- Anti-bullying
- Sex Education
- First Aid
- Staff Handbook - guidance on conduct
- Safeguarding Statement in School Prospectus
- Departmental Statements on Safeguarding
- Children and Young People's Services 'SPACE' guidance
- SCB policy and procedures

PERFORMANCE

Monitoring & Evaluation

We will review the effectiveness of our safeguarding/child protection procedures, on an annual basis within the whole school community.

- The Designated Member of Staff/Head teacher and the Designated Governor will undertake the review and from time to time propose amendments to the school's policy and procedures.
- The school's Governing Body will receive an annual report from the Head teacher on safeguarding/child protection, usually at the meeting in the summer term. This will include numbers of referrals made, action taken, numbers of referrals where no action was taken, numbers of looked-after children and the training activity undertaken by staff, governors and designated staff members. A proforma has been provided for this purpose.
- The governors will undertake an annual review of policy and procedures. Page 11 of 13

Standards for Effective Safeguarding/Child Protection Practice in School

The following notes have been produced by OFSTED. In best practice, school will:

- Have in place an ethos by which pupils feel secure, their viewpoints are valued and they are encouraged to talk and are listened to.
- Provide suitable support and guidance in order that pupils have a range of appropriate adults to whom they can turn if they are worried or in difficulties.
- Work with parents to build an understanding of the school's responsibility to safeguard and promote the wellbeing of all children and recognition that this may occasionally require pupils to be referred to investigative agencies as a constructive and helpful measure.
- Be vigilant in cases of suspected child abuse, recognising signs and indicators, have clear procedures whereby teaching and non-teaching staff report such cases to senior staff and are aware of local procedures in order that information is effectively made available to the relevant professionals.
- Monitor pupils who have been identified as vulnerable or at risk, keeping, in a secure place, clear records of pupils' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to and attending, child protection conferences, core groups etc.
- Facilitate and access safeguarding/child protection training regularly for all staff in school, with particular reference to the annual training events for designated members of staff, in order to ensure skills and expertise are up to date.
- Contribute to an inter-agency approach to safeguarding/child protection by the development of effective and supportive liaison with other agencies.
- Use the curriculum, e.g. PSHE, Citizenship etc. to raise pupils' awareness and build confidence in order that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of safeguarding others.
- Provide clear policy statements on safeguarding/child protection for parents, staff, governors and pupils alongside positive behaviour policies and the school's approach to bullying.
- Have a clear understanding of the various types of bullying – physical, verbal and indirect and act promptly and firmly to combat such behaviour, making sure that pupils are aware of the school's position on this issue and whom they can contact for support.
- Take particular care that pupils with SEN, in mainstream and special schools, who may be especially vulnerable, are supported effectively with particular attention paid to ensuring those with communication difficulties are enabled to express themselves to a member of staff with appropriate communication skills.
- Have a clear policy with regard to the handling of allegations of abuse by members of staff, ensuring that all staff are fully conversant with procedures and that they are followed at all times, according to current guidance.
- Have in place a written, whole-school policy, produced, owned and regularly reviewed by school staff and governors, which clearly identifies the school's position and positive action in respect of the aforementioned standards.
- Ensure that the school's policy and procedures are compliant with LA, SCB, DfES guidance, the five outcomes of **"Every Child Matters"** and the Children Act 2004. Page 12 of 13

The Governors will review this guidance every year.

Date agreed 30th November 2016

Signed (Chair of Governors)

Signed (Headteacher)

Date for next review Autumn term 2017